

HEAD OFFICE

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ms M Pholoba

Reference: 8/1/1

CALL FOR QUOTATIONS FROM SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF MOLEMOLE DIARIES AND CALENDERS AS PER THE SPECIFICATION BELOW:

MOLEMOLE DIARIES

Specification as follows:

Three Hundred (300) diaries

- Two Hundred (200) A4 Corporate Executive diaries + municipal foiling logo
- One Hundred (100) A5 Corporate diaries with municipal foiling logo
- Fifty three (53) A4 diaries to be engraved
- Include four (4) tip in pages in full colour
- Printing content to be provided by Communications Unit

MOLEMOLE CALENDARS

Eight hundred (800) calendars

- Three hundred (300) A2 * 2015 Wall Calendars
- Two hundred (200) A2 * 2015 Desk Writing pad/calendar
- Three hundred (300) A2 * Know your leaders
- Calendars printed in full colour on hard paper
- Graphic designing, content and photographs to be provided by communication unit

THE FOLLOWING DOCUMENTATION SHOULD ACCOMPANY THE QUOTATION:

- **Company registration certificate**
- **Minimum of three (3) contactable references, samples of previous work done as well as proof of appointment. (Official order/Invoice)**
- **An original or certified copy BBBEE certificate**
- **A valid tax clearance certificate**
- **Declaration of interest (Downloadable from the municipal website)**

THE FOLLOWING CONDITIONS WILL APPLY:

- The price (s) quoted must be firm and inclusive of VAT;
- A firm delivery date must be indicated;

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner



- The appointed service provider should implement this project within twenty (20) days from the date of the order;
- Payment (cheque) of invoice will be made within thirty (30) days from state of receipt, following delivery of the requested goods;
- An 80/20 points system will be used as evaluation criteria for this bid;
- Late applications and faxed/e-mailed quotations will not be considered;
- The Municipality is not bound to accept the lowest or any bid and reserves the right to not accept any quotation either wholly or a part thereof.

ENQUIRIES	Morongwa Pholoba
CLOSING DATE	12 November 2014
TIME	10H00am
PLACE OF SUBMISSION	Municipal Tender Box, Mogwadi
PROJECT NAME	SUPPLY AND DELIVERY OF MUNICIPAL DIARIES AND CALENDARS



MAKHURA NI
MUNICIPAL MANAGER

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Mission: To provide essential and sustainable services in an efficient and effective manner

